



5S for Education Success in Classrooms

Being a teacher is one of the most important jobs in the world. Your classrooms should reflect your high teaching standards and embody your vision of a safe, well-behaved, and hard-working environment. Clean and organized classrooms reduce hazards, allergens and poor air quality and improve student focus. So how do you get there? Here's how to apply 5S to your classroom to promote learning and well-being using visual management.

1. Sort Your Classroom

- Make a list of everything that is absolutely necessary for this school year
- Keep only what you need to teach your students
- Remove anything that is not needed for this school year (excess supplies, paperwork, tables, chairs, outdated posters)
- Store or dispose of old paperwork or artwork

2. Set Your Classroom in Order

- Determine optimal location of furniture and supplies (point-of-use when applicable, place the item where it will be used most frequently)
- Arrange tables and chairs, storage and other learning tools
- Organize supplies into uniform containers
- Make it easy for students to find where things belong (color-coding, labels, signs, maps, shadow boards)
- Neatly display classroom rules, calendar, and other important information
- Frame posters and artwork on walls
- Avoid stacking unstable items that could fall on children

3. Make Your Classroom Shine

- Scrub, sweep and clean every surface and item in your classroom
- Deep clean whiteboards, furniture and storage containers
- Notify facilities of broken equipment or furniture
- Ensure bookshelves are secured to the walls

4. Standardize Your Classroom

- Record 5S activities and best practices (why you did it this way)
- Incorporate into normal day routines
- Use checklists to maintain your clean classroom
- Take photos of how your classroom should look when it's tidy and organized

5. Sustain Your Classroom Improvements

- Make needed changes to the system over time (your classroom should be a welcoming environment for both you and your students)
- After each break, assess your room and sort, set in order and shine
- Include your students in the process to sort, set in order, and shine each day or week

Helpful 5S Resources

Shadow Board: Use tape or sharpie to trace outline of supplies (i.e scissors, stapler, hole punch), so students know exactly where to place something when they finish using it.

Washington Department of Enterprise Services Lean Training

<https://des.wa.gov/training/CourseDescription/1958>

Apply 5S to an Elementary School Classroom

<https://goleansixsigma.com/how-to-apply-5s-elementary-school-classroom/>